



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HVAC INSPECTOR II

Job Number: 20000818

Job Code: 32640V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 09/01/1995

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs and coordinates investigative and administrative duties in the enforcement of the heating, ventilation and air conditioning (HVAC) program; OR, supervises the HVAC inspection program in a defined geographic region to ensure compliance with state law, regulations and codes; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of experience performing HVAC Inspection to ensure code compliance.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid Journeyman HVAC Mechanic or Master HVAC Contractor license for at least six (6) years as required by KRS 198B.6678. Must possess a valid driver's license prior to appointment in this classification. <http://162.114.4.13/KRS/198B00/658.PDF> and <http://www.dhbc.ky.gov/hvac/>. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and/or coordinates the work of inspectors in an assigned region and evaluates their activities. Verifies that HVAC contractors, mechanics and apprentices are in compliance with license requirements. Issues warnings and notices of violation of laws pertaining to the installation of HVAC equipment by license holders. Attends Heating, Ventilation and Air Conditioning Board meetings, hearings and court proceedings as a witness for the Commonwealth. Receives and investigates complaints concerning HVAC equipment. Interviews home owners, contractors, etc. concerning complaints. Conducts a visual inspection of HVAC equipment such as component parts, complete new HVAC systems, ducts, vent pipes, gas lines and electrical outlets during investigations. Assists with approved legal actions resulting from complaints or investigations. Maintains records of all investigations. Consults with architects and engineers, HVAC contractors, builders and home owners on pertinent code requirements concerning HVAC systems. Assists in the development of and conducts HVAC training. Prepares and keeps records and renders reports as required. Conducts meetings and presentations to HVAC contractors, lay groups and others as directed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job may be required to travel within a designated inspection area and may be required to safely enter and work in areas with limited or difficult access to conduct inspections.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.